

§ 145.1

records routinely available to the public upon request appears in appendix A to this part 145.

(d) *Nonpublic records* are those records not identified in appendix A of this section or § 145.1 or § 145.2 of the Commission's rules. Nonpublic records must be requested, in writing, in accordance with the provisions of § 145.7.

[51 FR 26869, July 28, 1986]

§ 145.1 Information published in the Federal Register.

Except as provided in § 145.5, pertaining to nonpublic matters, the following materials shall be published in the FEDERAL REGISTER for the guidance of the public:

(a) Description of the Commission's central and field organization and the established place at which, the employees from whom, and the methods whereby the public may obtain information, make submittals or requests, or obtain decisions;

(b) Statements of the general course and method by which the Commission's functions are channeled and determined, including the nature and requirements of all formal and informal procedures available;

(c) Rules of procedure, descriptions of forms available or the places at which forms may be obtained, and instructions as to the scope and contents of all papers, reports, or examinations;

(d) Substantive rules of general applicability adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by the Commission; and

(e) Each amendment, revision, or repeal of the foregoing.

[41 FR 16290, Apr. 16, 1976]

§ 145.2 Records available for public inspection and copying; documents published and indexed.

Except as provided in § 145.5, pertaining to nonpublic matters, and in addition to those documents listed in appendix A to this part 145, Compilation of Commission Records Available to the Public, the following materials shall be available for public inspection and copying during normal business hours at the offices of the FOI, Privacy

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and Sunshine Acts compliance staff, Office of the Secretariat, located at the principal office of the Commission in Washington, DC and at the regional offices of the Commission:

(a) Final opinions of the Commission, including concurring and dissenting opinions, as well as orders made by the Commission in the adjudication of cases;

(b) Statements of policy and interpretations which have been adopted by the Commission and are not published in the FEDERAL REGISTER;

(c) Administrative staff manuals and instructions to staff that affect a member of the public; and

(d) Indices providing identifying information to the public as to the materials made available pursuant to paragraphs (a), (b), and (c) of this section.

[51 FR 26869, July 28, 1986]

§ 145.3 [Reserved]

§ 145.4 Public records available with identifying details deleted; nonpublic records available in abridged or summary form.

(a) To the extent required to prevent a clearly unwarranted invasion of personal privacy, the Commission may delete identifying details when it makes available "public records" as defined in § 145.0(c). In such instances, the Commission shall explain the justification for the deletion fully in writing.

(b) Certain "nonpublic records," as defined in § 145.0(d), may, as authorized by the Commission, be made available for public inspection and copying in an abridged or summary form, with identifying details deleted.

[51 FR 26869, July 28, 1986]

§ 145.5 Disclosure of nonpublic records.

The Commission may decline to publish or make available to the public any "nonpublic records," as defined in § 145.0(d), if those records fall within the descriptions in paragraphs (a) through (i) of this section. The Commission shall publish or make available reasonably segregable portions of "nonpublic records" subject to a request under § 145.7 if those portions do not fall within the descriptions in paragraphs (a) through (i) of this section.